

Career and Technical Education FY'15 Application Guidelines

(Effective July 1, 2014 – June 30, 2015)

STATE ALLOCATION GRANT

I. Overview – State CTE Allocation Fund

For fiscal year 2015, **\$3,543,822** is available in state funds to support career and technical education. In accordance with Chapter 388 of the Nevada Revised Statutes, 7.5 percent is used for state leadership and training activities; 5 percent is allocated for career and technical student organizations; 30 percent is allocated for competitive grants; and the remainder of the state money is allocated to school districts and charter schools based on duplicated CTE student counts in each high school. For the purposes of determining the duplicated enrollments of students, each student is counted once for each program of career and technical education in which he or she is enrolled.

- ☐ State Leadership (7.5%): \$265,786
- ☐ Career and Technical Student Organizations (5%): \$177,191
- ☐ Competitive Grant Applications (30%): \$1,063,147
- ☐ Allocation Grant Applications (Balance of Funds): \$2,037,697

Any state money that is not distributed or allocated by the end of the fiscal year must be carried forward for distribution in the following fiscal year.

Career and technical education programs are organized under six program areas: Agriculture and Natural Resources Sciences; Business and Marketing; Education, Hospitality and Human Services; Health Sciences and Public Safety; Information and Media Technologies; and Skilled and Technical Sciences. All expenditures must support programs according to the State CTE Course Catalog. (See the State CTE Course Catalog for information on programs and course sequences within a program area.)

In addition, other areas of focus may include programs and services that support the program quality criteria shown on the following pages.

Each agency (school district) will submit one application for these funds.

\$2,037,697 in a duplicated student allocation for improvement and maintenance

According to NRS 388.395, Section 3, school districts and eligible charter schools will receive allocations based on the total duplicated CTE enrollment. The proportion of the total amount awarded to the school district or charter school during a fiscal year must not exceed the proportion of the duplicated enrollment in the school district or charter school during the previous fiscal year.

Following statutory requirements, the State Board for Career and Technical Education shall review all applications and award grants based on the following criteria of the program of career and technical education:

- Standards and instruction

- Leadership development
- Practical application of occupational skills
- Quality of competence of personnel
- Facilities, equipment and materials
- Community, business and industry involvement
- Career guidance
- Program promotion
- Program accountability and planning
- Pupil-teacher ratio
- Whether the program will lead to a national credential or certification

Accordingly, the agency's application must include information on the criteria to be addressed. School districts and eligible charter schools may use the Program Quality Criteria Site-Based Assessment Instrument to determine needs. The assessment instrument is available online at the following web address: http://cteae.nv.gov/Resources/Career_and_Technical_Education/CTE_Documents/

Districts may consult their technical skills committee for recommendations regarding the program needs and/or criteria to be addressed (NRS 399.385, Section 2, subsection f.) Districts are encouraged to indicate on their application if awarded dollars will be assigned proportionally to pupils enrolled in specific programs or schools.

Evaluation

Each school district receiving funds must evaluate the manner in which the money was expended and the effectiveness of the program for career and technical education for which the money was granted. The evaluation and reporting process will be identified by the Department of Education.

II. Key Provisions and Uses of Funds

Establishment, maintenance and improvement of high school programs of career and technical education

Funds shall be granted to school districts and qualifying charter schools to maintain, improve, and expand programs of career and technical education.

Programs may be maintained to the extent that the school district or eligible charter school can demonstrate the use of such funding is needed for the program to meet the eleven criteria below.

Although school districts or eligible charter schools may prioritize funding to meet one or more of the eleven criteria, a comprehensive approach to meeting all the criteria should be demonstrated.

The key elements of each criterion and examples of uses of funds are listed below:

Standards and Instruction

The CTE program is organized according to the courses and course sequences in the CTE Course Catalog and the program follows the approved state CTE standards. Each CTE program must be developed according to a comprehensive program of study, following state guidelines that lead students to program completion levels. Each CTE program must demonstrate the full integration of the state standards Employability Skills for Career Readiness.

Funds may be used to develop and implement CTE programs of study to include but not limited to development of approved courses, implementation of state standards, curriculum materials, and professional development.

Leadership and Citizen Development

Students develop leadership, citizenship, interpersonal and employment skills through involvement in the following career and technical student organizations (CTSOs): DECA; FBLA; FCCLA; FFA; HOSA; and SkillsUSA.

Funds may be used to develop and sustain activities and services to support student involvement in CTSOs, including professional development to implement CTSOs. The amount of funds used for travel expenses must be reasonable.

Practical Application of Occupational Skills

Practical application of occupational skills is accomplished through classroom simulation and/or work-based learning experiences. The application of occupational skills is directly linked to state CTE standards or a related work-based learning experience.

Funds may be used to support the implementation of work-based learning opportunities for students, including but not limited to internships, job shadowing, and cooperative work experience that is related to the CTE program.

Qualified and Competent Personnel

All CTE teachers are competent and qualified with the appropriate occupational proficiency. Ongoing professional development is provided to instructors.

Funds may be used for professional development and other needs to support the development and sustainment of qualified personnel.

Facilities, Equipment, and Materials

Facilities, equipment, instructional materials and supplies comply with health and safety standards and simulate current and emerging technologies, and are of sufficient quantity and quality to meet the needs of students.

Funds may be used to improve facilities and purchase supplies and equipment needed to meet the requirements of state and/or industry standards. An alignment to state CTE standards should be included in the rationale to purchase equipment and/or items of value.

Community, Business and Industry Involvement

Individuals representing local business and industry, parents, administrators, postsecondary education, etc., serve on district level and/or subject-area advisory committees to provide support and guidance in the development, operation, and evaluation of the program.

Funds may be used for the development and implementation of community and business and industry partnerships, including district- and program-level advisory committees.

Career Guidance

CTE staff, guidance counselors and other resource personnel provide career guidance services to ensure that students enroll in CTE programs that are consistent with their aptitudes and career interests.

Funds may be used to sustain and develop career guidance services and programs for CTE students.

Program Promotion

There is a systematic plan to promote and market the CTE program within the school and community.

Funds may be used for program promotion, such as publications for students, parents, and other community members.

Program Accountability and Planning

There is a systematic means of assessment to ensure the program's overall scope, design, instructional content, and administration meet the instructional objectives. The assessment process is used to develop short- and long-range improvement plans.

Funds may be used for program accountability and planning purposes, including processes to assess programs at the local levels.

Student-Teacher Ratio

Appropriate class size is maintained to ensure effective instruction and safe working conditions are maintained. Class sizes must be monitored closely, especially in lab settings where time-on-task and safety are concerned.

Funds may be used to ensure class sizes are maintained that provide effective instruction and safe working conditions.

Programs Leading to a National Credential or Certification

Programs lead to a national credential or certification that may be obtained in high school or through continued education in the career pathway. Such credentials may include industry specific certifications or broader credentials that further a student's preparation for employment in high-wage, high-skill, or high-demand fields.

Funds may be used align programs to national credentials or certifications, and to prepare students to earn national credentials and certifications.

III. Application Directions for Allocation Funds

Directions: This request for application will be utilized for the program **allocation funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures.

Each application must include the following components in the following order:

- (1) **Cover page (one page):** Use the required cover page as the first page of the application and include all requested information and signatures.
- (2) **Assurances (two pages):** The district must sign the CTE Fund assurance page provided in the appendix.

- (3) **Narrative (up to 5 pages):** Describe how the district will ensure schools will utilize the funds to maintain, improve, and expand CTE programs by supporting one or more of the Program Quality Criteria. Specifically, the narrative must include the following elements:
- a. Description of how the funds will be distributed, such as equitable distribution by duplicated student counts to each school or by other means.
 - b. Description of how the funds will be used to support one or more of the eleven criteria in this application.
 - c. Description of how application priorities will support improved student outcomes.
 - d. Description of how business and industry is involved in establishing local priorities to improve CTE.
- (4) **Programs and Course Sequences (no page limit):** Provide a listing of the CTE programs and course sequences for each school receiving funding from the state CTE allocation funds.
- (5) **Budgets Summary (one page):** The budget summary must include all expenditures properly identified by object and sub-object code. The budget summary must be signed and dated by the superintendent or his/her designee.
- (6) **Budget Detail (no page limit):** All proposed items of value and equipment must be itemized on the budget detail and include the proposed location(s) for purchases to be inventoried. Out-of-state travel must be itemized (name of conference(s)) with the anticipated number of attendees.
- For those funds allocated to different schools, please submit one budget detail for each funded site.
- (7) **Budget Narratives (no page limit):** One budget narrative should be provided for each budget detail to fully explain the expenditures. For example, use the budget narrative to explain any staffing or out-of-state travel, supply and equipment purchases, etc.
- For those funds allocated to different schools, please submit one budget narrative for each funded site (to align to the budget detail for each site).
- (8) **Time Line (up to two pages):** Provide a timeline that shows the estimated timeframes for the grant objectives and funding deadlines.
- (9) **Staffing (up to two pages):** Describe the number of staff devoted to the project and their professional preparation. The subgrant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log).

If a salary is funded wholly by the state funds for one cost objective (i.e., program related activities), the recipient must provide assurance that written documentation, provided minimally on a semi-annual basis, is filed by the supervising administrator to ensure all activities of the funded position are directly related to the cost objective of the sub-grant from which the position is funded.

If a salary is funded wholly by the state funds for more than one cost objective (i.e., program-related activities and administration), describe how the time allocated for each cost objective funded by state funds will be accounted for (i.e., personnel activity report or time log).

Note: By submitting an application, the local education agency agrees to provide the Department of Education information as needed to report to the Legislature on the effectiveness of state CTE funds.

IV. Submitting the Application

(1) Application Package

- a. Submit one application with a complete set of original signatures and two copies. All applications must be approved by the school district superintendent or designee. Faxed applications will not be accepted.
- b. The application must be submitted in the format provided in this application package. The cover page must be shown as the first page of the application. Failure to follow the format and directions provided may result in the application not being accepted or a delay of review and approval.
- c. Items requiring signature are the **Application Cover Sheet and Budget Summary Form**.
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

(2) Mailing Address

Mail the original and copies to: Michael J. Raponi, Director
Office of Career, Technical, and Adult Education
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

(3) Application Deadline

The application must be received by **5:00 p.m. on Friday, April 4, 2014** to be eligible for funding.
(Note: Fax and electronic copies will not be accepted)

(4) Information

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at (775) 687-7300.

Forms:

Application Cover Page

Assurances

Budget Summary

Budget Detail

Budget Narrative

Allocation Fund Table (Attachment)

**Fiscal Year 2015 CTE Allocation Grant
July 1, 2014 – June 30, 2015**

APPLICATION COVER PAGE

Agency: _____

Application Director: _____

(Name, position and telephone number)

(Email address)

Fiscal Manager: _____

(Name, position and telephone number)

(Email address)

Monitoring _____
Coordinator:

(Name, position and telephone number)

(Email address)

Evaluation _____
Coordinator:

(Name, position and telephone number)

(Email address)

Accountability _____
Reporting _____
Coordinator:

(Name, position and telephone number)

(Email address)

***Advisory Technical** _____
Skills Committee:

(Signature of committee representative)

(Date)

(Printed name of committee representative)

Application _____
Submitted By:

(Signature of authorized representative)

(Date)

(Printed name of authorized representative)

** The review and endorsement by the Advisory Technical Skills Committee is recommended.*

ASSURANCES

General

1. The local educational agency will assure that no state CTE funds will be used to provide career and technical education programs to students prior to the ninth grade, except that equipment and facilities purchased with funds may be used for such students.
2. The local educational agency will assure that no funds made available under this fund will be used to require any secondary school student to choose or pursue a specific career path or major.

Grants Management and Accountability

3. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
4. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities and tech-prep activities.
5. The local education agency will assure supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
6. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
7. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for state funds paid to a recipient for programs and projects.
8. The fiscal and statistical records are subject to and upon request will be made available for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for career and technical education and services.
9. Records will be kept which fully disclose the amount and disposition of state funds allocated, as well as the total expenditures of funds for career and technical education programs and services supplied by funds from other sources. This may include time accountability sheets for individuals funded under the state CTE funds.

Personnel

10. School district career and technical instructors, counselors, supervisors, and other professional personnel involved in career and technical education who participate in state funded projects will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

Data Management

11. All eligible recipients participating in federal and/or state funds available, will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical education programs in the Nevada Department of Education State Accountability Information Network (SAIN); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
12. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area trade schools and intermediate educational agencies.

Evaluation

13. Participating agencies will cooperate with and the Department of Education with the Program Quality Criteria self evaluation, advisory committee evaluation, and state/peer evaluation.
14. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the quality criteria indicators.

15. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this fund.
16. An assurance that the eligible recipient will comply with the Department of Education's requirements for State monitoring.

Local Program Improvement Plan

17. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this fund, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

Community, Business, Industry, Parent/Student Involvement and Appeal

18. An expedited appeals procedure is established by which community, business, industry, parents, students, teachers, and area residents concerned will be able to directly participate in State and local decisions that influence the character of programs under this fund affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

State Requirements

19. The agency implements the requirements for advisory committees according to NRS 388.385.
20. The agency implements the requirements for career guidance and counseling according to NRS 389.180 and NAC 389.187.
21. The agency implements career and technical education programs of study according to NAC 389.800, 389.803, 389.805, 389.810, and 389.815.
22. The agency provides program articulation, rural participation, and academic integration according to the State Plan for Career and Technical Education.

(Printed Name and Title of Authorized Representative)

(Signature)

(Date)

NEVADA DEPARTMENT OF EDUCATION

Budget/Expenditure Summary

Agency: _____ Project Number: _____

Project Name: _____ Fiscal Year: _____

Check One: Budget _____ Amendment _____ Number _____

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	Total			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	Total			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	Total			
SUBTOTAL 100 – 600 & 800				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
TOTAL				\$

* All items of value must be itemized in the budget detail

** Indirect cost rates must be approved by the Department of Education before the sub-grantee may budget for and charge those costs to the grant.

Signature of Authorized Agency Representative

Date

Department of Education Use Only

Initial

Date Approved

Budget Detail

(If multiple sites are funded, please provide one budget detail and budget narrative for each site)

Agency _____ Project/Site Name _____

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

Budget Narrative

Directions: Provide a detailed description of proposed expenses by object code. Expand/create additional pages as needed. If funds are allocated to various schools, use one budget detail and one budget narrative to fully describe expenditures at each school.

Object Code 100/200 Salaries & Benefits Total: \$ _____
Description:
Object Code 300 Purchased Professional Services Total: \$ _____
Description:
Object Code 500 Transportation Services, Staff Travel Total: \$ _____
Description:
Object Code 600 Supplies Total: \$ _____
Description:
Object Code 800 Dues and Fees/ Other Misc. Total: \$ _____
Description:
Object Code 700 Equipment Total: \$ _____
Description: